

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, MAY 1, 2003
8:15 A.M.**

Commissioners Present: Bernie Heier, Chair
Ray Stevens, Vice Chair
Larry Hudkins
Bob Workman
Deb Schorr

Others Present: Kerry Eagan, Chief Administrative Officer
Gwen Thorpe, Deputy Chief Administrative Officer
Bruce Medcalf, County Clerk
Trish Owen, Chief Deputy County Clerk
Ann Taylor, County Clerk's Office

The Chair opened the meeting at 8:11 a.m.

AGENDA ITEM

1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY, APRIL 24, 2003

MOTION: Workman moved and Stevens seconded approval of Staff Meeting minutes of April 24, 2003. Stevens, Schorr, Heier and Workman voted aye. Hudkins was absent from voting. Motion carried.

2 ADDITIONS TO THE AGENDA

- A. Pending Items on County Board of Commissioners Meeting Agenda
- B. Report on Meeting with the Juvenile Court Judges

MOTION: Workman moved and Schorr seconded approval of the additions to the agenda. Stevens, Schorr, Heier and Workman voted aye. Hudkins was absent from voting. Motion carried.

Hudkins arrived at 8:17 a.m.

3 COMMISSIONERS MEETING REPORTS

A. Families First & Foremost (F³) Conveners - Schorr

Schorr said discussion focused on the future of F³ and said the budget proposal and documentation relating to an application for a sixth grant year were reviewed.

In response to a question from Hudkins, Schorr said there is still a question regarding carryover funding.

B. Lincoln Independent Business Association (LIBA) Monthly Meeting - Heier, Workman

Workman said the budget process was discussed.

Heier said the Floodplain Task Force Report and closure of Old Cheney Road at Highway 77 were also discussed.

4 LEGISLATIVE UPDATE - Gordon Kissel, Legislative Consultant; Amy Prenda, Director of Legal Research and Analysis for Kissel/E&S Associates

Gordon Kissel, Legislative Consultant, gave a legislative update (Exhibit A).

ADDITIONS TO THE AGENDA

A. Pending Items on County Board of Commissioners Meeting Agenda

MOTION: Schorr moved and Hudkins seconded to direct staff to send a letter to the Realty Trust Group asking whether the following items are still relevant or may be removed from Pending:

- A. Comprehensive Plan Amendment Number 02001.A, requested by the Realty Trust Group, to amend the 2025 Lincoln-Lancaster County Comprehensive Plan to change the designation from Agriculture to Urban Residential and Commercial uses, on property generally located at the northeast corner of 84th and Van Dorn Streets.
- B. Comprehensive Plan Amendment Number 02001.B, requested by the Realty Trust Group, to amend the 2025 Lincoln-Lancaster County Comprehensive Plan to change the designation from Agriculture to Urban Residential and Commercial uses, on property generally located at the southeast corner of 84th and South Streets.

Schorr, Hudkins, Stevens, Heier and Workman voted aye. Motion carried.

B. Report on Meeting with the Juvenile Court Judges

Heier reported on a meeting held with the Juvenile Court Judges, the Youth Assessment Center Director and representatives of the County Attorney's Office and Families First & Foremost (F³) to discuss "cruiser therapy" and whether a standing court order could be issued so that youth who have committed status offenses can be held at the Youth Assessment Center. He said Region V and the Nebraska Department of Health and Human Services (HHS) will also be asked to "step up to the plate" and indicated payment may be an issue.

Board consensus was to authorize the Chair to explore options with Ron Ross, HHS Director.

FUTURE LOCATION FOR COMMUNITY MENTAL HEALTH CENTER (CMHC); STAFF TRAINING DAY - Dean Settle, Community Mental Health Center (CMHC) Director; Don Killeen, County Property Manager

Future Location for Community Mental Health Center (CMHC)

Dean Settle, Community Mental Health Center Director, said the building at 2200 St. Mary's Avenue lacks space to accommodate growth and is "landlocked" by Bryan/LGH West. He said he plans to meet with Kent Seacrest, attorney for the Joint Antelope Valley Authority, to discuss the possibility of a county campus in the Antelope Valley redevelopment area.

The Board asked Commissioner Hudkins; Kerry Eagan, Chief Administrative Officer; and Don Killeen, County Property Manager, to attend the meeting.

In response to a question from Schorr, Settle said he toured a medical building on 17th & "N" Street, but said it has less square footage than the current facility.

Settle also expressed concern that the Adams Street Center has outgrown its facility at 3830 Adams Street. He reported that Madonna Rehabilitation Hospital has decided to eliminate their Day Activity Programs and said their adult day activity program at Trinity United Methodist Church serves mentally ill adults. Settle suggested that the County consider an adult day activity program that would serve the mentally ill, as well as expansion of the pre-vocational program at the Adams Street Center. He said the Parks and Recreation Department has expressed interest in a collaborative effort in terms of the adult day activity program and requested authorization to explore the matter further.

Hudkins asked whether funding of Madonna's adult day activity program would be transferable.

Settle said a Social Services Block Grant funds the majority of the program. Additional funding comes from Title 20 transportation reimbursement and the United States Department of Agriculture (USDA) Food Program. He noted that Madonna is willing to donate existing equipment.

In response to a question from Schorr, Settle said the Adams Street Center and the adult day activity program could be located in the same facility, with some separation. He said he has looked at the Community Blood Bank Building, 2966 "O" Street, and said it could accommodate both programs with minimal structural change.

MOTION: Hudkins moved and Workman seconded to authorize Don Killeen, County Property Manager, to gather information about price and contingencies for the Community Blood Bank Building. Hudkins, Stevens, Schorr, Heier and Workman voted aye. Motion carried.

Staff Training Day

Settle reviewed plans for an all staff training day on May 14, 2003, noting costs will not exceed \$2,500 (Exhibit B). He said two of three scheduled speakers have agreed to fees of less than \$500 and said if contracts are required, they will be submitted for approval prior to the event. The third speaker is a county employee and will not be charging a fee. Settle said the expense was included in the budget.

MOTION: Hudkins moved and Workman seconded approval of the all staff training day, at a cost not to exceed \$2,500.

Dave Johnson, Deputy County Attorney, appeared and explained that contracts are standard and stressed the need for consistency.

Settle said he was informed that contracts are not needed if compensation is less than \$500.

Johnson said he did not receive that information from the County Attorney's Office. He said contracts are necessary to insure that contractors have met insurance requirements and to protect the County.

Settle said the scheduled speakers are from within the community and questioned the need for them to meet "exorbitant" insurance requirements. He said local resources are underutilized and said "we need to make this a friendly arrangement, not a hostile arrangement".

Johnson explained that the insurance requirements are for the County's protection. He said the coverage may seem expensive for an individual who is performing a service on a one time basis, but said individuals that are in the business of providing a service would want that protection.

Stevens suggested that speakers be separated into two classes, with different standards. He said some could be given honorariums and others would be classified as independent contractors and required to sign contracts. Stevens also proposed that the agreements be run through CenterPointe, Inc. (one of the speakers is CenterPointe's Director).

ON CALL: Hudkins, Stevens, Schorr, Heier and Workman voted aye. Motion carried.

MOTION: Workman moved and Schorr seconded to ask the speakers to sign a hold harmless clause.

Brief discussion followed regarding whether to require a contract.

Settle said he will ask the speakers to sign a letter of agreement, with a hold harmless clause.

ON CALL: Hudkins, Schorr, Heier and Workman voted aye. Stevens voted no. Motion carried.

- 5 **FAMILIES FIRST & FOREMOST (F³) SPACE AT TRABERT HALL; INSURANCE FOR CONSULTANT** - Sheryl Schrepf, Families First & Foremost (F³) Director; Renee' Dozier, Families First & Foremost (F³) Associate Director; Don Killeen, County Property Manager; Dave Johnson, Deputy County Attorney

Insurance for Consultant

Sheryl Schrepf, Families First & Foremost (F³) Director, said she allowed two consultants to perform work without a contract in place. She asked that the insurance requirements be waived for those individuals as their coverage does not meet the County's \$1 million requirement (one has coverage in the amount of \$300,000 and the other has \$500,000 in coverage).

Dave Johnson, Deputy County Attorney, said F³ has asked that the contracts be written to indicate insurance coverage at those levels and to eliminate the requirement that the insurance company be licensed to do business in Nebraska.

Kerry Eagan, Chief Administrative Officer, suggested amendment of the policy to address the size of contracts and nature of work performed.

MOTION: Workman moved and Stevens seconded to direct the County Attorney's Office to prepare the contracts with the lowered insurance amounts and the other stated insurance. Workman, Heier, Schorr, Stevens and Hudkins voted aye. Motion carried.

Dean Settle, Community Mental Health Center Director, appeared and suggested that the Board seek input from the Management Team on changes to the policy.

Space at Trabert Hall

Don Killeen, County Property Manager, presented an estimate for additional renovations to Trabert Hall for office space for F³'s (Exhibit C), noting four phases are proposed. He explained that Property Management will take care of the fourth phase (renovation of restrooms on the fourth floor to meet American Disabilities Act (ADA) requirements) and repair of the west wall.

In response to a question from Hudkins, Killeen said the renovations will marginally create more space.

Hudkins suggested that the work be prioritized.

Schrepf said Phase II would be the priority, as it addresses the primary issue of security. She also informed the Board that F³ has not budgeted for these expenses.

Hudkins asked whether some of the cost could be recovered through an adjustment to the rent.

Killeen said that is one option.

Schrepf said the Integrated Care Coordination Unit (ICCU) contract may be able to pick up half of the cost.

Dave Kroeker, Budget and Fiscal Officer, appeared and said rent savings should help to offset the cost. He said the Building Fund could also be used to fund the expense.

In response to a question from Stevens, Schrepf said F³ will move into the space on August 1, 2003, regardless of whether renovations are complete.

MOTION: Workman moved and Hudkins seconded to approve Phase II, anticipating that the Integrated Care Coordination Unit (ICCU) contract will pay half of the cost. Workman, Heier, Schorr, Stevens and Hudkins voted aye. Motion carried.

6 CONTRACT ATTORNEYS FOR JUVENILE COURT - Dennis Keefe, Public Defender

Dennis Keefe, Public Defender, requested authorization to start the process of seeking a new contractor for the juvenile court, explaining that the process takes approximately 90 days.

Keefe said Commissioner Stevens had asked the Lancaster County Indigent Defense Advisory Committee to look at adding cases to the existing contracts and said the committee did not recommend doing so at this time because of the judiciary's concerns regarding scheduling and the potential for problems in opening up discussions about compensation and case levels during the contract period.

MOTION: Schorr moved and Stevens seconded to allow Dennis Keefe, Public Defender, to submit one new contract, with the understanding that additional contracts may be needed in the next fiscal year. Hudkins, Stevens, Schorr, Heier and Workman voted aye. Motion carried.

7 FUTURE LOCATION FOR COMMUNITY MENTAL HEALTH CENTER (CMHC); STAFF TRAINING DAY - Dean Settle, Community Mental Health Center (CMHC) Director; Don Killeen, County Property Manager

Item moved forward on the agenda.

8 RURAL TRANSIT BUDGET - Tim Howell, Rural Transit Director; June Remington, Lincoln/Lancaster Aging Services Director; Deb Peck, Administrator of Community Activities and Services

Tim Howell, Rural Transit Director, gave an overview of the Rural Transit Program and distributed budget information (Exhibit D).

In response to a question from Workman, Howell said there are over 50 rural transit systems in Nebraska, many of which are multi-county.

Workman asked Howell to find out what it costs to operate those systems. He also asked how many customers utilize Lancaster County's Rural Transit System.

Howell estimated between 30 to 35, noting some are regular riders and some are sporadic.

Workman noted that the cost is over \$100 per round trip.

Howell said an increase in riders would decrease the cost per ride significantly. He added that "the people that are currently riding the system, need the system."

Workman suggested making it a free service in an effort to increase ridership.

Howell said he believes rider contributions are necessary and may be a requirement for federal funding.

Workman encouraged "creative marketing" of the program. It was also suggested that the program be promoted on KFOR (local radio station) and *County Connections* (5-City TV).

Schorr asked whether there are any areas that could be cut.

Howell said the County could be divided and service limited to different segments on different days of the week. He asked that he be allowed to make changes and to report back later in the year on trends.

9 REQUEST TO HIRE ACCOUNTANT/LAW CLERK - Sue Kirkland, Clerk of the District Court

Sue Kirkland, Clerk of the District Court, said her Accounting Supervisor has resigned and indicated that she has no plans to replace the position at this time. She requested authorization to hire a part-time law clerk, with an accounting background, through the summer. Kirkland said Doug Cyr, Deputy County Attorney, has agreed to provide oversight for the position.

MOTION: Hudkins moved and Stevens seconded approval of the request. Hudkins, Stevens, Schorr, Heier and Workman voted aye. Motion carried.

10 ACTION ITEMS

- A. Application for Accreditation of the Community Mental Health Center (CMHC) and Health Insurance Portability & Accountability Act of 1996 (HIPAA) Compliance

MOTION: Hudkins moved and Stevens seconded to authorize the Chair to sign the application for accreditation. Hudkins, Stevens, Schorr, Heier and Workman voted aye. Motion carried.

B. Hiring Request from County Engineer (Heavy Truck Operator)

MOTION: Stevens moved and Hudkins seconded approval of the request to initiate the hiring process. Hudkins, Stevens, Schorr, Heier and Workman voted aye. Motion carried.

C. Agenda Items for Joint Meeting of the Lincoln Board of Education, City and County (7:30 a.m. on May 13, 2003 at North Star High School, 5801 North 33rd Street)

No further items were proposed.

D. Microcomputer Request C#2003-141, \$3,107.61 from County Assessor's Budget for One (1) Compaq Pentium IV with Memory Upgrade and Miscellaneous Hardware/Software

MOTION: Stevens moved and Hudkins seconded approval. Hudkins, Stevens, Schorr, Heier and Workman voted aye. Motion carried.

11 ADMINISTRATIVE OFFICER REPORT

A. Final Agreement with Sinclair Hille & Associates Inc. to Cover Cost of Door Frames at the Lancaster County Juvenile Detention Center

Eagan said the final agreement has not been worked out.

Workman said Wilfred DeVries (independent contractor) toured the facility and agreed that the door stops had been placed too close to the hinges. He also felt the door frame design was somewhat inferior. Workman said Sinclair Hille & Associates Inc. (architect) will have door frames opened up in Pod D to see whether rebar was installed.

B. National Association of County Officials (NACo) Membership

Board consensus to review the item with the budget.

C. Pension Update

Eagan said Rod Crane, Segal Advisors, (pension consultant) has asked Doug Cyr, Pension Review Committee; Dave Kroeker, Budget and Fiscal Officer; and himself to participate in a conference call with Nationwide Retirement Solutions (NRS) to work out the final details on the NRS's pension plan proposal.

D. Wildrose Lane

Hudkins said the Planning Department and Public Works/Utilities "are set on their solution for this" and asked that the Board send a letter to those departments recapping the history and results of a public hearing on the matter before the County Board of Commissioners, before discussion of the matter before the City-County Common.

Eagan agreed to draft the letter for Board review.

Stevens said he is not convinced that extension of Fletcher Avenue is a long-term solution to the traffic problems and suggested that consideration be given to constructing a major interchange further east.

E. Emergency Protective Custody (EPC) at Bryan/LGH

Eagan said Bryan/LGH Health System has requested a meeting to discuss payment for EPC patients. He said he was invited to attend, along with Dean Settle, Community Mental Health Center Director, and representatives of the County Attorney's and City Attorney's Offices. Eagan said representatives from Region V and the Lincoln Police Department should be invited as well.

MOTION: Hudkins moved and Stevens seconded to authorize those individuals to meet with representatives of Bryan/LGH Health System to negotiate a contract and payment for Emergency Protective Custody (EPC) patients. Hudkins, Stevens, Schorr, Heier and Workman voted aye. Motion carried.

F. Amendment of Interlocal Agreement with the City of Lincoln for Information Services Government Access and Information Committee (GAIC)

Eagan reviewed proposed changes to the agreement and said he will review additional changes with the attorneys. He will bring the new language back to the Board, when ready.

12 ADJOURNMENT

MOTION: Schorr moved and Hudkins seconded to adjourn the meeting at 11:15 a.m. Hudkins, Stevens, Schorr, Heier and Workman voted aye. Motion carried.

Bruce Medcalf
County Clerk